April 2011

Fasthosts Internet

Blogware User Manual

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Introduction to Blogware

You don't need any technical or design skills to run your blog. We give you an easy-to-use interface to post new content and a range of attractive, ready-made designs.

How you use your blog is up to you. It makes it easy enough that you can publish almost any kind of regularly-updated website, including:

- Personal journal
- Forthcoming events diary
- Latest news
- Photo publishing
- Publishing articles to demonstrate your expertise
- Podcasting - publishing a regular web-radio show.

Blogging Plans

You can add any number of blogs to your Fasthosts account, choosing from three different blog plans.

The difference between each account is the amount of web space and monthly data transfer allowance (bandwidth) that is available for your blog.

Our current blogging plans can be found on our website at:

- http://www.fasthosts.co.uk/hosting/blog/

What happens if I go over my plan allowance?

If your blog transfers more data than your allocated monthly bandwidth allowance, we will email you inviting you to upgrade to the next package.

If you choose not to upgrade, your blog will become unavailable until the next billing month.

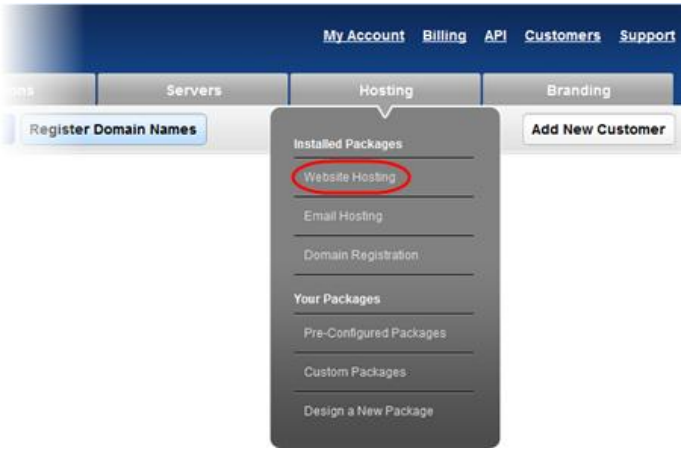
Setting up your blog

Adding a new blog

You can create a new blog directly from your Fasthosts control panel, using either:

- a domain already hosted in your account
- or a new sub-domain of *blogware.com. For example ralphsblog.blogware.com*.

Step 1 Log in to your control panel and select **Website Hosting** from the *Hosting* menu.



Step 2 Click on the domain name with which your blog is associated.

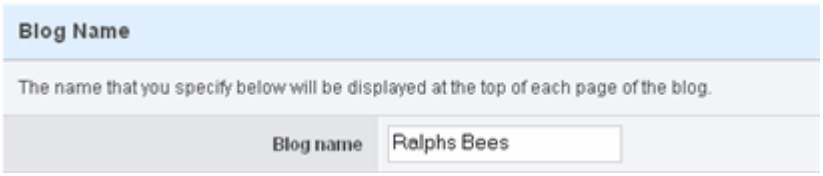
Step 3 Click on **Blogs**.

Step 4 Click **New Blog**.

Step 5 Choose the blogging package you would like to add. Each plan provides different bandwidth and web space limits.

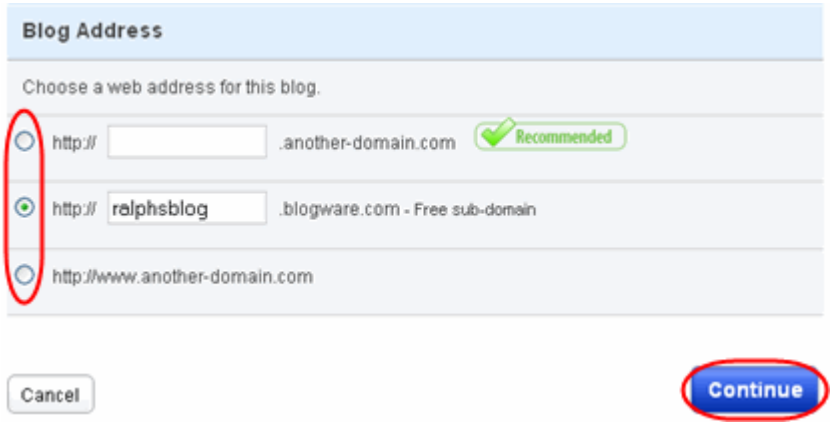
Type of Blog
Starter Blog - £0.49 pm
10 MB web space and 100MB bandwidth
Plus Blog - £1.60 pm
100 MB web space and 1 GB bandwidth
BEST VALUE
Professional Blog - £3.50 pm
2 GB web space and 10 GB bandwidth

Step 6 Choose a name for the blog.



Step 7 Choose a web address for your blog. You can use either:

- a sub-domain of the domain name (for example *blog.yourdomain.com*)
- a sub-domain of blogware.com. (for example *ralphsblog@blogware.com*)
- or the domain name itself.

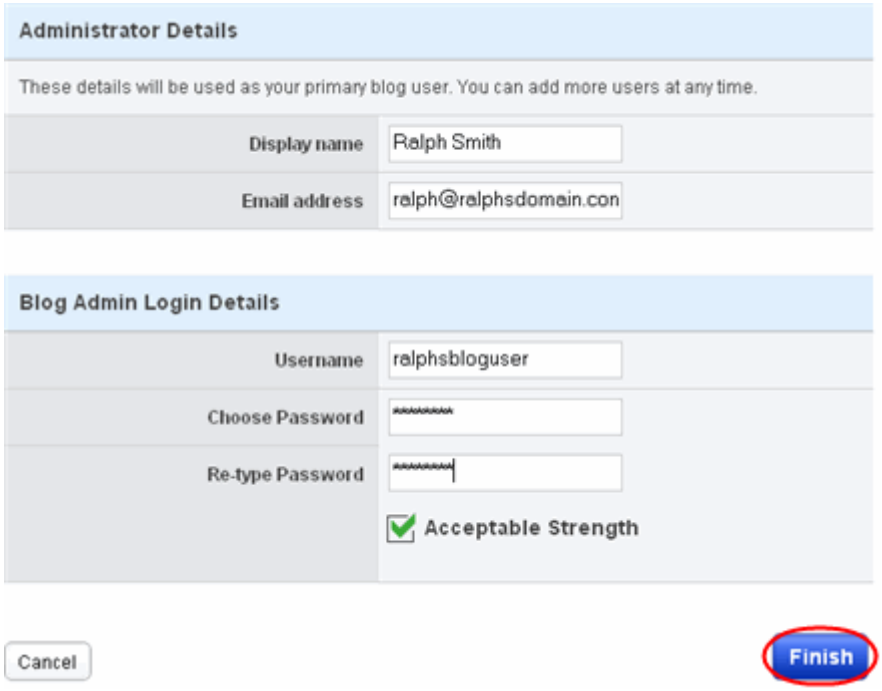


Important: If you use the domain name itself, any website already set up on it will stop working.

Step 8 Enter a **Display name** and **Email address** for the blog administrator. The email address will not be displayed on the blog site.

Quick tip: This should not be the blogger's main email address as it will be available to anyone that visits the blog. Additionally, spammers use software to scan websites for email addresses. We recommend you create a new mailbox specifically to handle blog email.

Choose a Username and password to use as the administrator account login details and click **Finish**.



Your blog will be added and you will receive an on screen message to confirm this. If you chose to install the blog to your domain name or a subdomain it may take up to 72 hours before your blog is fully active.

Creating a CName record for your blog

If you use an external DNS service for your domain name, you need to create a CNAME record for *blog.yourdomain.co.uk* (replace *yourdomain.co.uk* with your domain name).

Quick tip: Your domain name is using an external DNS service if it's nameservers are set to anything other than:

- ns1.livedns.co.uk
- ns2.livedns.co.uk

The CNAME record should point to **users.blogware.com**.

Moving your blog to Fasthosts

If you already have a blog, you can easily move it to a Blogware blog on your Fasthosts account.

At present, we can import blogs from Moveable Type and Blogger.

Step 1 Log into your new blog control panel, from your Fasthosts control panel and Click **Settings & Security** in the top menu.

Step 2 Click **Import/Export** under *Publishing Defaults*.

If you want to import from Blogger, click **Importing from Blogger** and follow those instructions before proceeding.

Step 3 Choose the format of the blog you're importing from.

Step 4 Click the **Browse** button to select the file you exported from Moveable Type or Blogger.

Step 5 Select the *Create categories referenced in import file* check-box, if you want to import the categories from your old blog, as well as the posts.

Step 6 Click the **Preview Entries** button. Check that your blog entries are expected, then confirm that you want to import them.

Choosing a design for your blog

You don't need to be a designer to have a great looking blog. Once you've added your blog to your Fasthosts account, you can choose from a wide range of professional templates using your blog control panel.

Step 1 From your blog control panel, Click the **Look & Feel** tab in the top menu.

Step 2 Thumbnails of the templates available for your blog will be shown. Click on a thumbnail to see a larger mock-up of the design.

Step 3 Once you've found a design you want to use, click the radio button next to its name.

Step 4 Scroll to the bottom of the page and click the **Change** button.

The page will reload and, if the template has been changed, you'll see "Style updated" towards the top of the page.

Quick tip: For advanced layout changes, see the help page:

- http://blog.blogware.com/help/changingthelayout.htm

Creating your first blog post

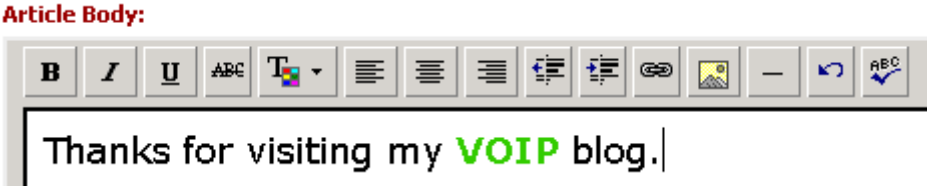
Step 1 From your blog control panel, Click **Post An Article**.

Post An Article
Articles are the basis of a blog. You can post your thoughts, information about projects you're working on, links to interesting web sites, or anything else you're interested in.

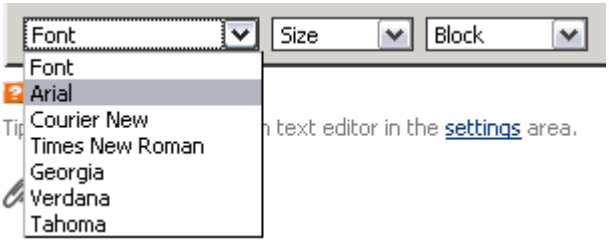
Step 2 Type the title of your blog post in the *Article Title* text-box. This title will be at the top of your post's page and seen by anyone who subscribes to your blog.

Step 3 Type your blog entry into the *Article Body* editor, which works like a simple word processor. You can set the colour, size and font of your text, and add pictures.

To find out what the different buttons do, hover your mouse over each one in turn.

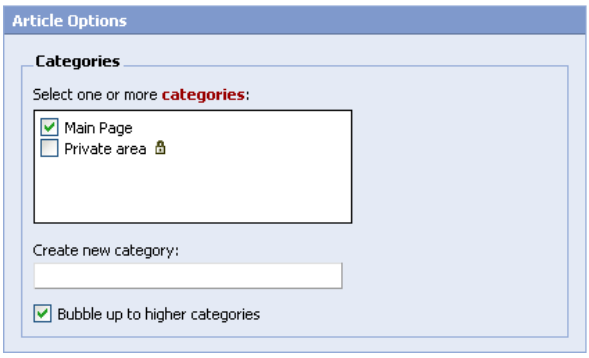


To change the font, text size or style (e.g. Heading), use the drop-down boxes at the bottom of the text editor.

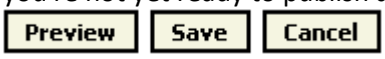


Step 4 In the right-hand column, under *Article Options*, select the category you want your post to be in. To add the post to a new category, type its name in the *Create new category* text-box.

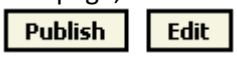
When you add a post to a sub-category, you can automatically make it appear in that sub-category's parent categories by selecting "Bubble up to higher categories".



Step 5 Once you're ready to publish your post, click the **Preview** button at the bottom of the page. If you're not yet ready to publish and want to save a draft, click **Save**.



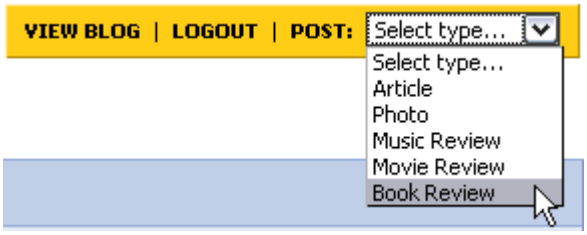
Step 6 On the preview page, click the **Publish** button to publish your blog post. To return to the post edit page, click **Edit**.



Your blog will now be updated with your new entry.

Reviewing Books, Films or Music

Step 1 Log into your Blogware control panel and Select **the type of review you would like to post**, using the *Post* drop-down list in the top-right of the page.



Step 2 Writing your review is just the same as making a normal blog post, except you have an extra set of options in the *Review* section.

Use these options to add information about the item you're reviewing, such as genre, release date and so on.

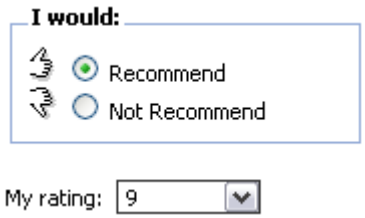
Quick tip: Depending upon the type of review you may be asked for an ISBN or UPC number.

- **ISBN** stands for "International Standard Book Number". You can usually find this on the back cover of the book.
- **UPC** stands for "Universal Product Code" and is the number that

appears alongside a product's bar code.

Step 3 Give your rating, out of ten, and use the radio buttons to say whether or not you'd recommend it.

Write the rest of your review as a normal blog entry.



Posting Photos

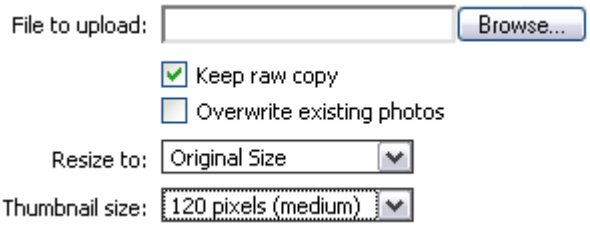
You can post photos as part of normal blog entries, or on their own in your blog's photo albums.

Step 1 Log into your Blogware control panel and Click **Post A Picture**.

Post A Picture
Posting a picture to your blog is just as easy as posting an article. Family photos, vacation snaps, works in progress, or anything you have a picture of!

Step 2 Click the **Browse** button to choose the photo to upload.

Step 3 If you want to use extra blog space to hold a copy of the picture in its original size, ensure **Keep raw copy** is selected.



Step 4 Choose the album you want to put your photo in. If you want to add a new album, type its name in the text-box.

Select An Album
To add your photo to an existing album, please select it from the list below.
Photos
If you want to create a new photo album for this photo, please enter the album name below.
New album name:

Step 5 When you're ready, click the **Add Photo** button.

Creating a Pod cast

A podcast is an online radio show that listeners can subscribe to using podcast software.

Podcasts are run using a special type of blog, called a podcast feed. The podcast feed tells podcast software where it can download the latest episode, along with a description of what is in the show.

You can create your own podcast using your Fasthosts blog. Each time you publish a new episode, your subscribers will automatically receive it.

Note: You need audio software to record and edit your podcast audio file.

Using your blog to podcast

You don't need to create a separate blog to set up a podcast. Each time you have a new episode, attach it to a post on your blog.

Step 1 From your blog control panel, Click **Post An Article**.

Post An Article
Articles are the basis of a blog. You can post your thoughts, information about projects you're working on, links to interesting web sites, or anything else you're interested in.

Step 2 Click **Attach Files**, below the editing window.

Step 3 Click the **Browse** button to select the file on your local computer.

Note: This will host the audio file in your blog space and will affect your bandwith allowance.

Step 4 Once you have written the episode description and title, just like making a normal blog post, click the **Preview** button.

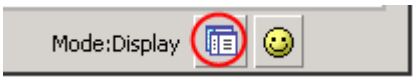
Step 5 If you're happy with the entry, click the **Publish** button.

Advanced: hosting the audio file elsewhere

If you'd like to host your podcast audio files at a website location other than your blog space, you need to edit the HTML of your blog post. It's straightforward, if you follow the instructions, but is recommended only for advanced users.

Step 1 Create your blog post as normal, using the title and blog entry to describe the episode that you are publishing.

Step 2 Click the button closest to *Mode: Display*



Step 3 Your blog entry window will now show the HTML of your blog post. Put your cursor at the end of the text and enter the text:

```
<enclosure
url="http://example.com/podcasts/everything/AllAboutEverythingEpi
sode3.mp3" length="8727310" type="audio/mpeg" />
```

You must replace:

- the URL with the full URL of your podcast's audio file.
- the length with the size of your audio file in **bytes**.
- the type with the file's MIME type.

For common audio files, the MIME types are:

- **MP3:** audio/mpeg
- **Ogg Vorbis:** application/ogg
- **AAC/M4A:** audio/x-m4a

Step 4 Click the *Mode: Display* button again, to ensure the enclosure tag isn't visible.

Step 5 Preview and publish your post as normal.

Introducing RSS

RSS stands for Really Simple Syndication. It's an easy way to let people subscribe to regularly updated information, such as a blog or a news website.

Software and websites, called feed readers or aggregators, let you subscribe to RSS feeds. They monitor the feeds and show you whenever new information is available.

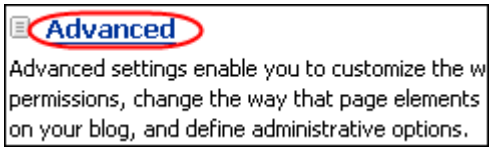
Setting up an RSS feed

Software and websites, called RSS aggregators, make it easy for people to subscribe to your blog and automatically receive your latest entries.

You can set up an RSS feed, which pushes your blog posts to your readers.

Step 1 Log into your Blogware control panel and click the **Settings & Security** tab.

Step 2 Click **Advanced**.


Advanced
Advanced settings enable you to customize the w
permissions, change the way that page elements
on your blog, and define administrative options.

Step 3 Scroll down the page to the *Syndication* section. Click the **Generate syndication feed** check-box.

Unless you are an advanced user, you should leave the syndication format as it is.

Step 4 Click the **Save Settings** button at the bottom of the page.

Maintaining your Blog

Comments

Most bloggers encourage their readers to post comments on their blog posts.

Comments are one of the reasons that blogs have become so popular, as they allow readers to give their reaction straight away but also to discuss your blog post with other readers.

Unfortunately, blog comments are often used by spammers to link to undesirable commercial websites. Blogware helps you to deal with comment spam. You can choose to allow all comments to appear automatically on your blog, to hold all comments until you approve them, or to hold any comments that Blogware considers to be spam.

Allowing anonymous comments on your blog

By default, before your readers can post comments on your blog, they need to create a Blogware reader account.

Alternatively, you can enable anonymous comments on your blog. This will allow readers to post comments on your blog, without first registering for a Blogware account.

Step 1 Log into your Blogware control panel and click the **Settings & Security** tab.

Step 2 Click **Spam Protection Settings**.

Step 3 Click the *Allow anonymous Reader comments* check-box.

Step 4 Click the **Save Settings** button.

Blogware reader accounts

Blogware is the software that runs your Fasthosts blog. If you haven't enabled anonymous comments on your blog, people who want to make a comment will need a Blogware reader account.

It's free and easy for anyone to create a Blogware reader account and it also lets them subscribe to email updates that let them know when you make new blog posts.

To create a Blogware reader account, click the **Create Reader Account** on your blog's home page.

Discouraging comment spam

People who read your blog can post comments. Sometimes, spammers use these comments

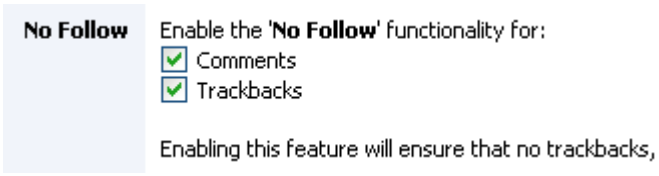
to post links to websites. Comments become less useful to spammers if your blog tells search engines to ignore any links that are posted in comments.

Step 1 Log into your Blogware control panel and click the **Settings & Security** tab.

Step 2 Click Spam Protection Settings.

Step 3 Scroll down the page until you see the *No Follow* section.

Ensure both the **Comments** and **Trackbacks** check-boxes are ticked.



Step 5 Scroll to the bottom of the page and click the **Save Settings** button.

Moderation options

To help prevent spam or other unwanted comments/trackbacks from appearing automatically on your blog you can choose to moderate them.

Step 1 Log into your Blogware control panel and click the **Settings & Security** tab.

Step 2 Find the Comment Moderation and Trackback Moderation sections.

Select the radio button for the type of moderation you want to enable:

- **Never moderate:** All comments/trackbacks will automatically appear on your blog.
- **Always moderate:** All comments/trackbacks will require your approval before they appear on your blog.
- **Moderate only if comment is detected as spam:** If Blogware thinks the comment/trackback is spam, it will hold it for your approval.

Step 3 Click the **Save Settings** button.

Adding new users to your blog

You can add new users to your blog. This means you can choose other people who can post to your blog, or act as an administrator.

You can find out how to add and manage additional blog users in Blogware's Add user article.

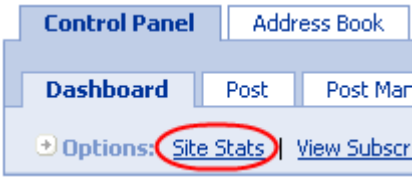
- http://blog.blogware.com/help/adduser.htm?zoom_highlightsub=user

Quick tip: You don't need to add a user to enable them to read your blog.

Viewing statistics on your blog

You can view detailed statistics on how many people visit your blog and which of your posts are most popular.

Step 1 Log into your Blogware control panel. In the main top menu, click **Site Stats**, just below the main row of tabs.



Step 2 On the *Web Stats* page is a general summary of your blog's visitor statistics.

General Summary

Stat	02/22/2006	February
Distinct hosts served	14	32
Bytes transferred	637KB	1.2MB
HTML requests	22	45
XML requests	20	30
Total page views	**42**	**75**

Step 3 For more detailed statistics, chose one of the options in the *Detailed Stats* section.

Detailed Stats

- Hourly Stats
- Most Popular Articles
- Most Commented Articles
- Most Popular Categories
- Browser Summary
- Referer Summary
- Transfer Usage

You can also change the date from which statistics are displayed by using the calendar in the left-hand column of the page.

Report date: **02/22/2006**

« **February 2006**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Backing up and Exporting your blog

You can back up your blog by downloading it as an XML file. You may also be able to transfer your blog to another blogging system, if it supports the format of the exported file.

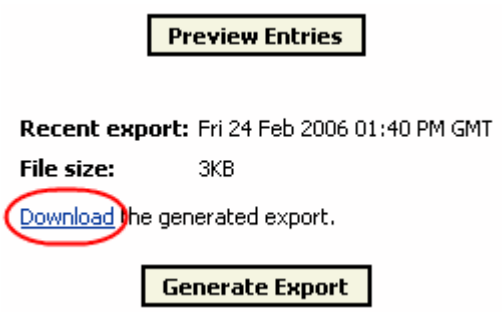
Step 1 Log into your Blogware control panel and click the **Settings & Security** tab.

Step 2 Click **Import/Export** under *Publishing Defaults*.

Step 3 Click the **Generate Export** button at the bottom of the page.

Step 4 The control panel will return you to the *Publishing Defaults* page. It can take a few minutes before your export file is ready to download. After ten minutes, or so, click **Import/Export**.

Step 5 At the bottom of the page, between the **Preview Entries** and **Generate Export** buttons, you'll see the details of your export file. Click **Download** and save the file to your local computer.



Note: The export file is compressed as a gzip archive, which is not supported natively by Windows. To open the gzip file, you need to download third-party software, such as WinZip. Mac and Linux uses can open gzip files without any additional software.

Upgrading your blog

If you require more bandwidth or web space for your blog, you can upgrade its plan through your Fasthosts control panel.

Step 1 Log in to your account and select **Website Hosting** from the *Hosting* menu.

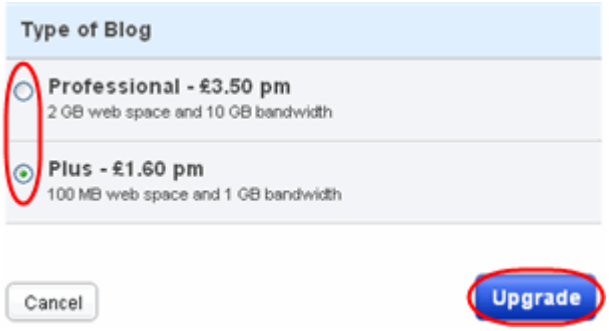
Step 2 Click on the domain name with which your blog is associated.

Step 3 Click on **Blogs**.

Step 4 Locate the blog you would like to upgrade, and click the **Upgrade** button.

Step 5 Select your new blog plan and click the **Upgrade** button.

Confirm any charges and click **Order Now**. Your blog will be upgraded and you will receive an on-screen confirmation message.


Type of Blog
Professional - £3.50 pm
2 GB web space and 10 GB bandwidth
Plus - £1.60 pm
100 MB web space and 1 GB bandwidth
Cancel
Upgrade

Removing your blog

Step 1 Log in to your account and select **Website Hosting** from the *Hosting* menu.

Step 2 Click on the domain name with which your blog is associated.

Step 3 Click on **Blogs**.

Step 4 Locate the blog you would like to remove and click on the **View Blog** button.

Step 5 From the *Blog overview* page, click the **Remove blog** button.

Step 6 Tick the box to confirm your wish to remove the blog, and click the **Delete Blog** button.

Remove blog ralphsblog
Warning: Removing this blog will permanently delete it.
Check to confirm that you wish to delete this blog.
Cancel
Delete Blog

Your blog will be removed and you will receive an on screen confirmation message.

Getting additional help for your blog

You can find help on using your blog in the Fasthosts support knowledge base and the comprehensive Blogware help website:

- http://blog.blogware.com/help